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DATE: February 9, 2004

TO: USPTO – Official Central Fax FACSIMILE No.: 703-872-9306
TELEPHONE:

FROM: Robert W. Holland
Hamilton & Terrile, LLP

SUBJECT: USSN 10/694,157 Preliminary Amendment

This transmittal consists of 4 page(s), including this cover sheet.

MESSAGE:

Dear Sir:

Attached is a Preliminary Amendment for entry in the above referenced patent application.

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IN THE UNITED STATES PATENT AND TRADEMARK OFFICE

Applicant(s): Jamic Stephens, John Stockon, John King, Ken Kalinoski
Assignee: Forgent Networks Inc.
Title: SYSTEM AND METHOD FOR COLLABORATION RECORDING
Serial No.: 10/694,157 Filing Date: October 27, 2003
Examiner: Unknown Group Art Unit: 2153
Docket No.: FOR03011 Customer No.: 33438

OFFICIAL

Austin, Texas
February 9, 2004

COMMISSIONER FOR PATENTS
P.O. Box 1450
Alexandria, VA 22313-1450

PRELIMINARY AMENDMENT

Dear Sir:

The following Amendments and Remarks are submitted for entry into U.S. Patent Application, Serial No. 10/694,157, filed on October 27, 2003.